

BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES May 20 16, 2019

I. Call to order

A. Note compliance with Open Meeting Law

The meeting was called to order at 5:33 pm

B. Roll Call

Members present: J. Ellington, F. Hartmann, A. Kujawa, B. Persche, L. Steffes, B. Stelling, L. Von Asten

Members absent: J. Gunnell, P. Zolper

Others present: J. Bergin, C. Arndt, A. Dilcher

C. Approval of the April 16, 2019 Library Board meeting minutes (Open session and Closed session)

Motion to approve the minutes: F. Hartmann

Second: A. Kujawa

Vote: Motion passed unanimously

Approval of the April 23, 2019 Library Board meeting minutes

Motion to approve the minutes: A. Kujawa

Second: L. Von Asten

Vote: Motion passed unanimously

D. Approval of the Agenda

Motion to approve the Agenda: L. Von Asten

Second: B. Persche

Vote: Motion passed unanimously

II. Public Hearings/Appearances

None

III. Action Items

A. Introduce new trustee, Philip Zolper.

P. Zolper was not in attendance. Deferred to next meeting.

B. View and consider for approval the updated schematic design of library expansion with MSA/QE

MSA made note that environmental site survey and soil borings will be ordered after the City Council meeting.

Design comments: 36 parking stalls, alley will be one-way (east to west) traffic, walk-way and bump out on north side of building offers a nice and safe approach to the building, loop through lanes in parking lot (Ringling may consider same flow pattern for their lot), 4 handicap stalls in front of building and 2 in the back, 3 areas of bike racks.

More cost effective and better for the layout of the building to remove the 1980s east addition. This will also keep the library set back from the property line with the Church.

Construction can be done in phases starting with selective demo of the 1980s east addition followed by the new addition and finishing with a remodel of the existing library. This allows the library to remain on site and open during construction (large cost savings) with some moving around of offices, program room and collections within the building during the project.

Discussed the option to include more study rooms than the 4 that are shown on the first-floor adult area.

Discussed global schematic budget projection. All calculations based on construction bid/start in 2021. Construction cost projection is \$8.6mil (includes site development/storm water, building of addition and remodel existing, contingencies); furnishings projection is \$750,000 (based on \$25/sq ft); soft cost projection is \$700,000 includes (remaining A/E fees and reimbursable); library allowance projection is \$300,000 (includes asbestos removal, technology outside of bid, moving/phasing, other). **Total Global Schematic Budget Projection is \$10,370,000.** Optional costs are projected at \$565,000 and include exterior south plaza amphitheater, musical playground pieces exterior north seating rooftop photovoltaic panels, geothermal heating/cooling upgrade. **Global Schematic Budget Projection with Options is \$10,935,000.**

Motion to approve schematic design and global schematic budget project contingent on any changes presented at Building Committee on May 21: A. Kujawa

Second: L. Von Asten

Vote in favor: J. Ellington, A. Kujawa, B. Persche, L. Steffes, B. Stelling, L. Von Asten

Vote opposed: F. Hartmann

C. Open house May 22 – public viewing of schematic designs

Two sessions – 10:00 am and 5:30 pm. Architect presentation at 6:00 pm. Flyers were hand-delivered to Council and City Administration.

D. Consider for final approval the purchase contract for church property

Motion made to approve expenditure of \$45,000 to purchase property from First United Methodist Church with signers from library being Director J. Bergin and Board President J. Ellington: T. Kujawa

Second: L. Steffes

Vote in favor: J. Ellington, F. Hartmann, A. Kujawa, B. Persche, L. Steffes, B. Stelling, L. Von Asten

Vote opposed: None

E. Planning for presentation to Council May 28 (budget scenario, timeline, costs of delaying, public support)

B Persche will present timeline, data gathered and community input from strategic planning process, and value of library to community. C. Arndt will present building specifics. T. Kujawa will present budget scenario. B. Stelling will present closing statement and ask to be placed back on 2021 Capital Improvement Plan. Building Committee will meet on May 21 to work on slides and refine talking points for the presentation.

Motion to request adjacent county reimbursements via SCLS (state law chapter 43): A. Kujawa

Second: B. Stelling

Vote: Motion passed unanimously

F. Appoint board liaison to Friends of the Library board (to replace J. Watts)

P. Zolper was appointed as the liaison.

G. Closed Session – The Library Board may go into CLOSED SESSION as per Wisconsin Statute 19.85(1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Director performance appraisal and compensation).

Motion: L. Von Asten

Second: L. Steffes

Discussion was held of the exceptional job performance of the director this past year including taking on the extra duties related to working on the expansion project and the strategic plan.

H. Open Session –The Library Board will return to OPEN SESSION as per Wisconsin Statute 19.85(2) to address any business that may be a result of discussion conducted in Closed Session

Motion: T. Kujawa

Second: L. Von Asten

Motion to increase director's compensation by 4%: T. Kujawa

Second: L. Von Asten

Vote in favor: J. Ellington, F. Hartmann, A. Kujawa, B. Persche, L. Steffes, B. Stelling, L. Von Asten

Vote opposed: None

I. Bills: B. Persche, Examiner

Motion to pay the bills: A. Kujawa

Second: F. Hartmann

Vote: Motion passed unanimously

IV. Information items

A. Teen Advisory Board report
No report this month.

B. Financial Summary
See report in meeting packet.

C. Staff reports

- a. Adult Services Report
Refer to report for details.
- b. Youth Services Report
Refer to report for details.
- c. Director's Report
Refer to report for details.
ASU Women's made donation of \$1000.

D. Statistics
Refer to packet for details.

I. Friends report

Refer to last Friends' meeting minutes in packet. May Book Sale netted \$2,300.

J. Correspondence
None.

V. Adjourn

Motion to adjourn: T. Kujawa
Second: L. Von Asten
Vote: Motion passed unanimously
The meeting adjourned at 7:45 pm.